HELP DOCUMENTATION

FastLane Help System

Travel and Reimbursement System

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Travel and Reimbursement

Travel and Reimbursement System Introduction

As a participant attending a panel meeting at NSF, arrange for both travel and lodging through the FastLane Travel and Reimbursement System.

The United States Federal Government requires that all NSF business travel arrangements be coordinated through NSF's travel management contractors. Do this through the FastLane Travel and Reimbursement System (see Access the FastLane Travel and Reimbursement System).

For each meeting, you *must* complete the following three steps:

1. Answer the registration questions. The answers to these questions help determine the meeting travel and day rates and also determine which functions of the Travel and Reimbursement System will be open to you for that meeting.
2. Confirm your Social Security Number (*only if you answered* Yes *to the registration question, "Do you have a U.S. Social Security Number?").*
3. Submit your personal and banking information.

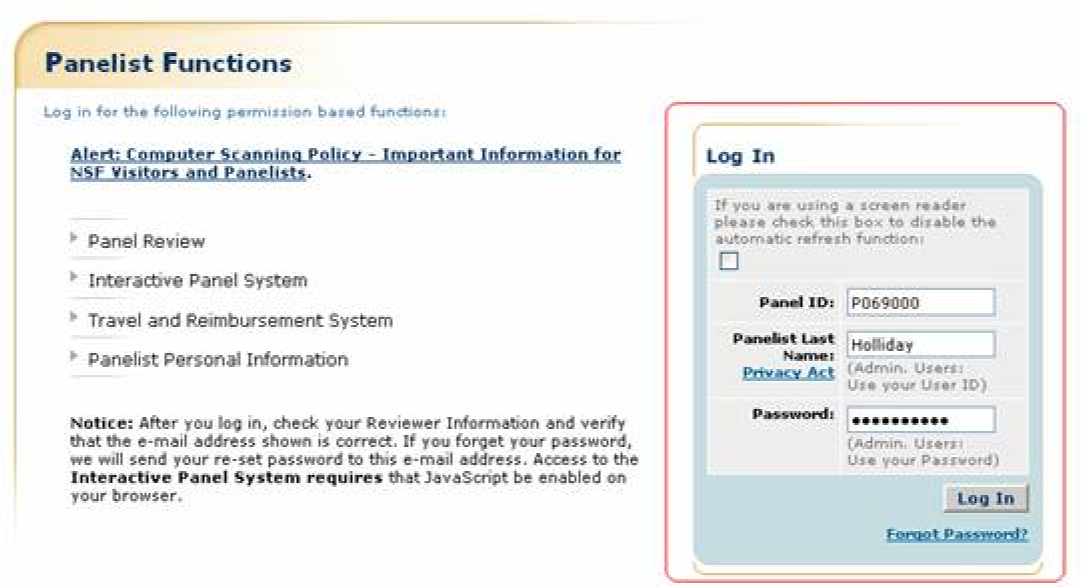
Once you have completed these steps, you can do the following, depending upon how you answered the registration questions for that meeting:

- Make travel arrangements
- Submit expenses

Access the Travel and Reimbursement System

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).

Figure 1 FastLane Home Page screen. The link for Panelist Functions is circled.



Panelist Functions

Log in for the following permission based functions:

Alert: Computer Scanning Policy - Important Information for NSF Visitors and Panelists.

- Panel Review
- Interactive Panel System
- Travel and Reimbursement System
- Panelist Personal Information

Notice: After you log in, check your Reviewer Information and verify that the e-mail address shown is correct. If you forget your password, we will send your re-set password to this e-mail address. Access to the **Interactive Panel System requires** that JavaScript be enabled on your browser.

Log In

If you are using a screen reader please check this box to disable the automatic refresh function:
☐

Panel ID: P069000

Panelist Last Name: Holliday
Privacy Act
(Admin. Users: Use your User ID)

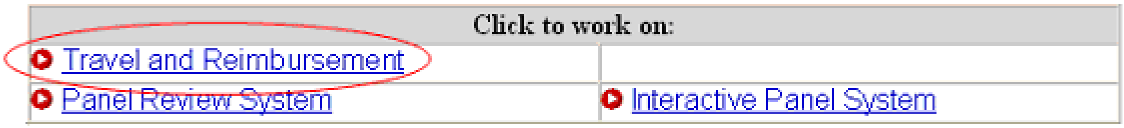
Password: ●●●●●●●●●●●
(Admin. Users: Use your Password)

Log In

Forgot Password?

Figure 2 Panelist Functions screen. The Log In section is circled.

2. In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
   - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
   - In the **Panelist Last Name** box, type your last name.
   - In the **Password** box, type the password that you received from NSF.
3. Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).



Click to work on:	
Travel and Reimbursement	
Panel Review System	Interactive Panel System

Figure 3 Travel and Reimbursement link at the bottom of the Panelist System Selection screen.

4. Select **Travel and Reimbursement** (Figure 3). The **Travel and Reimbursement Main** screen displays (Figure 4). If this is the first time you have accessed the system for the meeting you plan to attend, you must register

and therefore have access only to Participant Registration Questions, as in Figure 4. See Answer Participant Registration Questions.

Figure 4 Travel and Reimbursement screen with only Step 1 Participant Registration Questions accessible.

Register for a Meeting

Register for a Meeting Introduction

Before making travel and lodging arrangements, you must register as a participant for your meeting. The steps are as follows:

- Answer the participant registration questions.
- Confirm your Social Security Number (if you answered Yes to Question 1).
- Submit your personal contact and banking information.

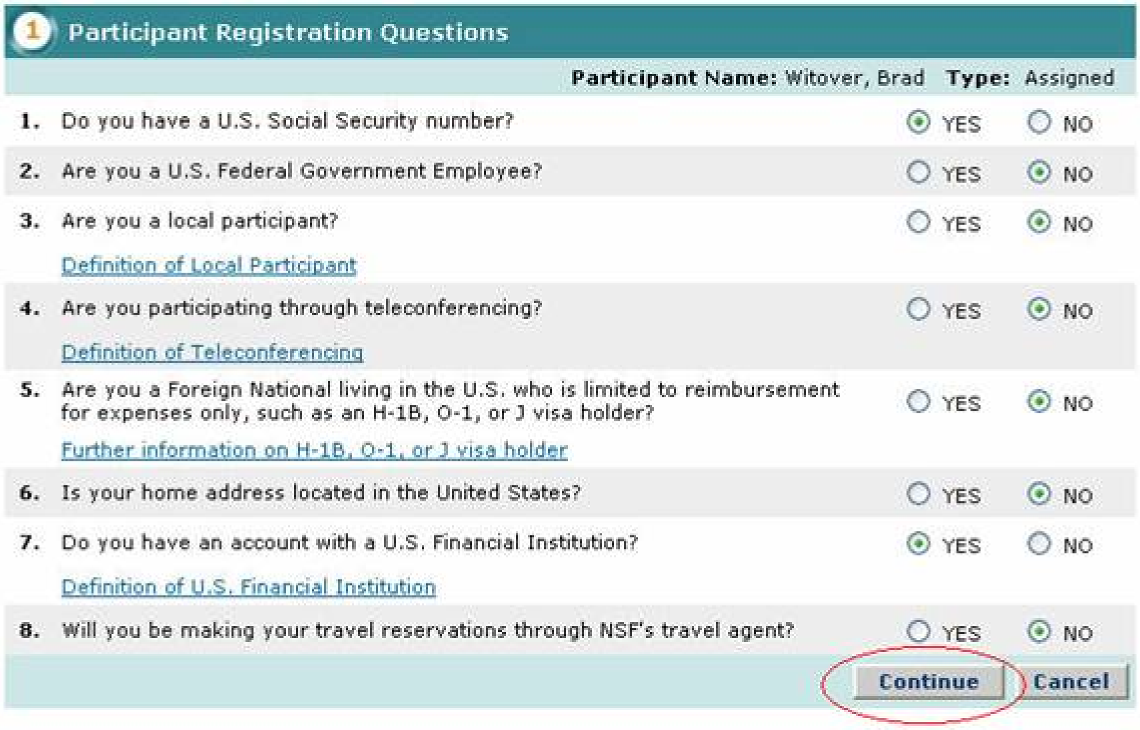
(Click on a link for instructions for that action.)

Answer Participant Registration Questions

1. Access the **Travel and Reimbursement Main** screen (Figure 1) (see Access the Travel and Reimbursement System).

Figure 1 Travel and Reimbursement screen. Step 1 Participant Registration Questions is circled.

2. Select **Step 1 Participant Registration Questions** (Figure 1). The **Participant Registration Questions** screen displays (Figure 2).



1 Participant Registration Questions

Participant Name: Witover, Brad **Type:** Assigned

1. Do you have a U.S. Social Security number? ● YES ○ NO
2. Are you a U.S. Federal Government Employee? ○ YES ● NO
3. Are you a local participant? ○ YES ● NO
   Definition of Local Participant
4. Are you participating through teleconferencing? ○ YES ● NO
   Definition of Teleconferencing
5. Are you a Foreign National living in the U.S. who is limited to reimbursement for expenses only, such as an H-1B, O-1, or J visa holder? ○ YES ● NO
   Further information on H-1B, O-1, or J visa holder
6. Is your home address located in the United States? ○ YES ● NO
7. Do you have an account with a U.S. Financial Institution? ● YES ○ NO
   Definition of U.S. Financial Institution
8. Will you be making your travel reservations through NSF's travel agent? ○ YES ● NO

Figure 2 Participant Registration Questions screen. The Continue button is circled.

3. For each of the following questions, select either the **Yes** or **No** radio button:
   - Do you have a U.S. Social Security Number?
   - Are you a U.S. Federal Government Employee?
   - Are you a local participant?
   - Are you participating through teleconferencing?
   - Are you a Foreign National living in the U.S. who is limited to reimbursement for expenses only, such as an H-1B, O-1, or J visa holder?
   - Is your home address located in the United States?
   - Do you have an account with a U.S. Financial Institution?
   - Will you be making your travel reservations through NSF's travel agent?

     Note: To help you answer accurately, select the definition links under the questions to see the definition of terms in the question.
4. Select the **Continue** button (Figure 1).

If you answered ***Yes*** *to the question, "Do you have a Social Security Number?",* the **Personal Banking/Contact Information** screen displays and asks you to confirm your Social Security Number.

If you answered ***No*** *to the question, "Do you have a Social Security Number?",* the **Personal Contact Information** screen displays for you to enter your personal contact information.

Confirm Your Social Security Number

You must confirm your Social Security Number if you answered **Yes** to the participant registration question, “Do you have a Social Security Number?”

1. Access the **Personal Banking/Contact Information** screen (Figure 1) (see Answer Participant Registration Questions).

Figure 1 Personal Banking/Contact Information screen. The Submit button is circled.

2. In the **Enter Social Security Number** box on the **Personal Banking/Contact Information** screen (Figure 1), type your Social Security Number.
3. In the **Re-Enter Social Security Number** box on the **Personal Banking/Contact Information** screen (Figure 1), type your Social Security Number again.
4. Select the **Submit** button (Figure 1). One of two types of **Personal Banking/Contact Information** screens displays for you to submit your contact and banking information, according to whether you have:
    - A U.S. address and a U.S. financial institution
    - A foreign address and a U.S. financial institution

Complete Contact and Banking Information

Complete Personal Contact and Banking Information Introduction

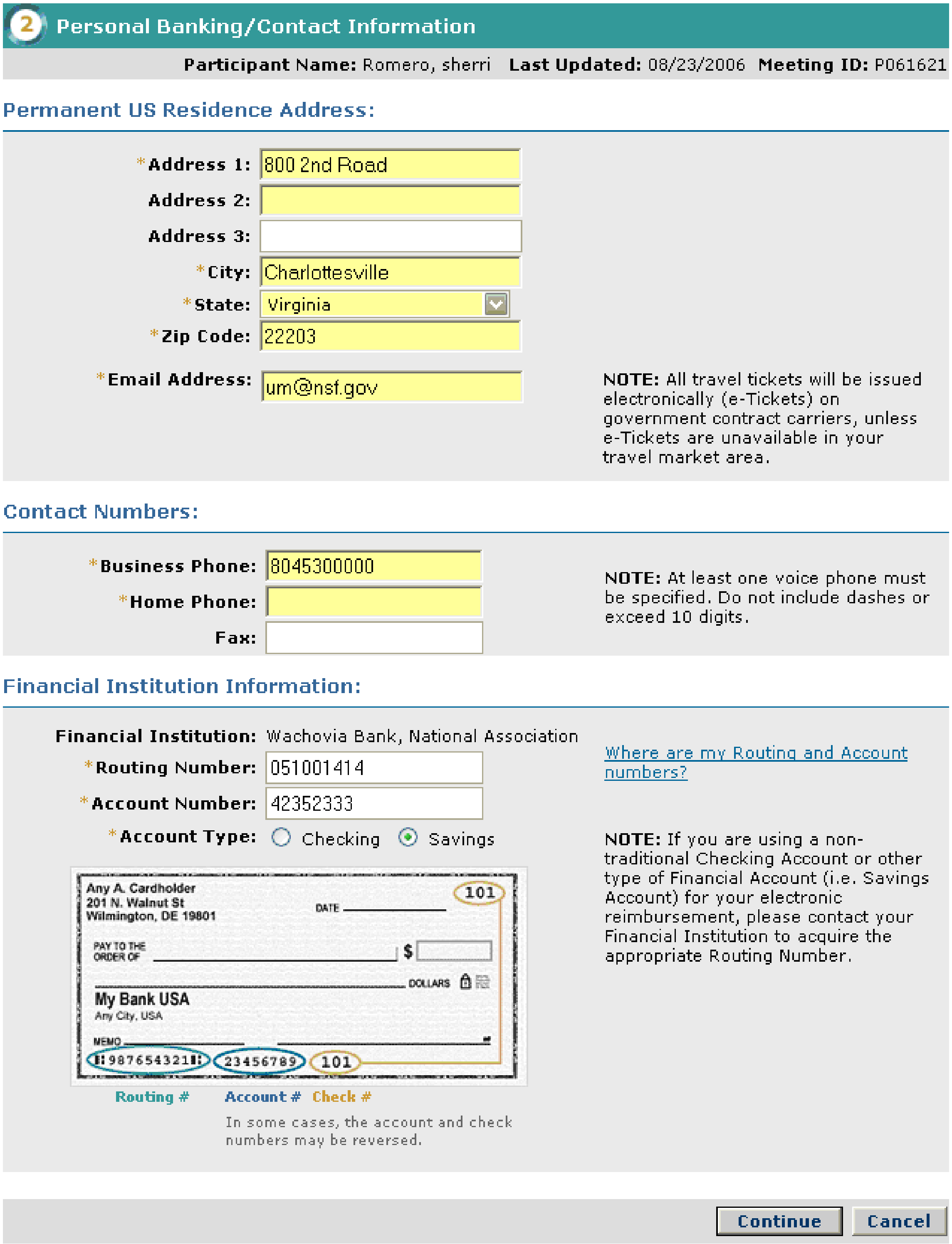
Depending upon how you answered the participant registration questions, you will submit personal contact and banking information for one of the following:

- U.S. address and U.S. financial institution
- Foreign address and no U.S. financial institution
- Foreign address and U.S. financial institution

Complete Information for U.S. Address and U.S. Financial Institution

If you have a U.S. Social Security Number (SSN), you must confirm your SSN before you can access the **Personal Banking/Contact Information** screen.

1. Access the **Personal Banking/Contact Information** screen for a U.S. address and U.S. financial institution (Figure 1) (see Answer Participant Registration Questions or Confirm Social Security Number).



② **Personal Banking/Contact Information**

Participant Name: Romero, sherri **Last Updated:** 08/23/2006 **Meeting ID:** P061621

Permanent US Residence Address:

*Address 1: 800 2nd Road
Address 2:
Address 3:
*City: Charlottesville
*State: Virginia
*Zip Code: 22203
*Email Address: um@nsf.gov

NOTE: All travel tickets will be issued electronically (e-Tickets) on government contract carriers, unless e-Tickets are unavailable in your travel market area.

Contact Numbers:

*Business Phone: 8045300000
*Home Phone:
Fax:

NOTE: At least one voice phone must be specified. Do not include dashes or exceed 10 digits.

Financial Institution Information:

Financial Institution: Wachovia Bank, National Association
*Routing Number: 051001414
*Account Number: 42352333
*Account Type: ○ Checking ● Savings

Where are my Routing and Account numbers?

NOTE: If you are using a non-traditional Checking Account or other type of Financial Account (i.e. Savings Account) for your electronic reimbursement, please contact your Financial Institution to acquire the appropriate Routing Number.

Any A. Cardholder
201 N. Walnut St
Wilmington, DE 19801
101
DATE
PAY TO THE ORDER OF
$
DOLLARS
My Bank USA
Any City, USA
MEMO
987654321
23456789
101
Routing #
Account #
Check #

In some cases, the account and check numbers may be reversed.

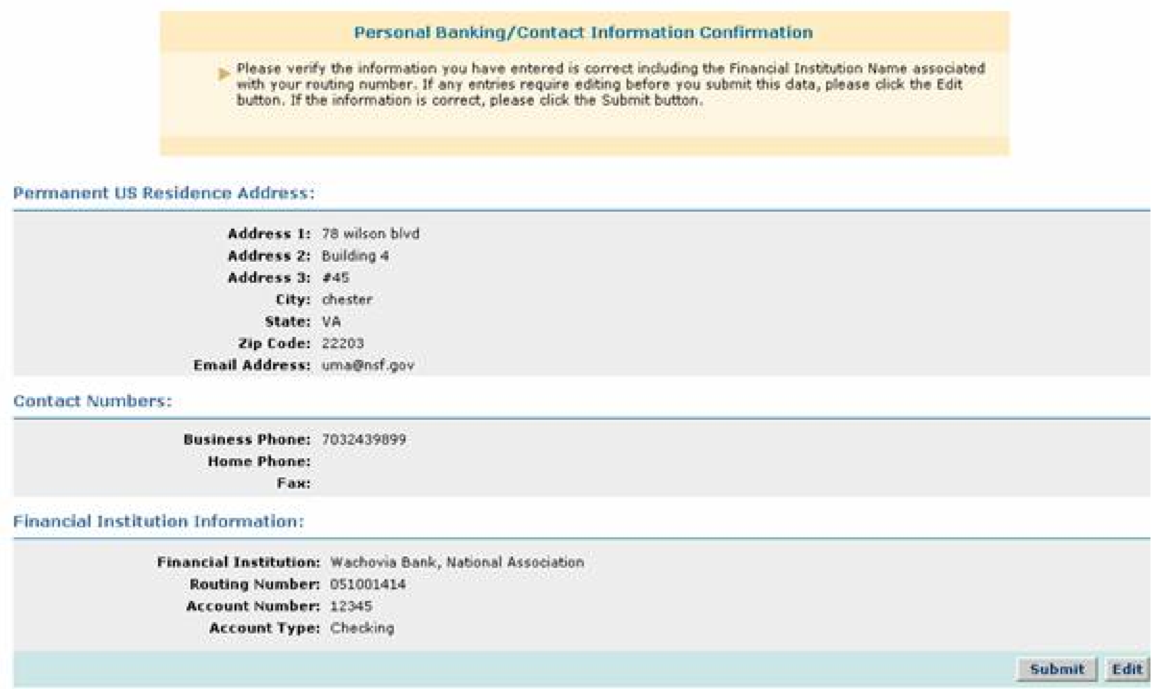
Continue
Cancel

Figure 1 Personal Banking/Contact Information screen for a U.S. address and U.S. financial institution.

2. In the **Permanent U.S. Residence Address** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:

  - In the **Address 1** box, type the first line of the street address.
  - In the **Address 2** box, type the second line of the street address (optional).
  - In the **Address 3** box, type the third line of the street address (optional).
  - In the **City** box, type your city.
  - In the **State** box, type your state.
  - In the **Zip Code** box, type your zip code.
  - In the **Email Address** box, type your email address.

3. In the **Contact Numbers** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
  - In the **Business Phone** box, type your business phone.
  - In the **Home Phone** box, type your home phone or cell phone number.
  - In the **Fax** box, type your fax number (optional).
4. In the **Financial Institution Information** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
  - In the **Routing Number** box, type the routing number for your U.S. financial institution.
  - In the **Account Number** box, type your account number at this institution.
  - In the **Account Type** box, select the radio button for either checking or savings.
5. Select the **Continue** button (Figure 1). The **Personal Banking/Contact Information Confirmation** screen displays (Figure 2).



Personal Banking/Contact Information Confirmation

Please verify the information you have entered is correct including the Financial Institution Name associated with your routing number. If any entries require editing before you submit this data, please click the Edit button. If the information is correct, please click the Submit button.

Permanent US Residence Address:

Address 1: 78 wilson blvd
Address 2: Building 4
Address 3: #45
City: chester
State: VA
Zip Code: 22203
Email Address: uma@nsf.gov

Contact Numbers:

Business Phone: 7032439899
Home Phone:
Fax:

Financial Institution Information:

Financial Institution: Wachovia Bank, National Association
Routing Number: 051001414
Account Number: 12345
Account Type: Checking

Figure 2 Personal Banking/Contact Information Confirmation screen.

6. Confirm that the information you typed is correct.

If you need to edit the information:
Select the **Edit** button (Figure 2), and the **Personal Banking/Contact Information** screen redisplays (Figure 1), where you can change the information.

If the information is correct:

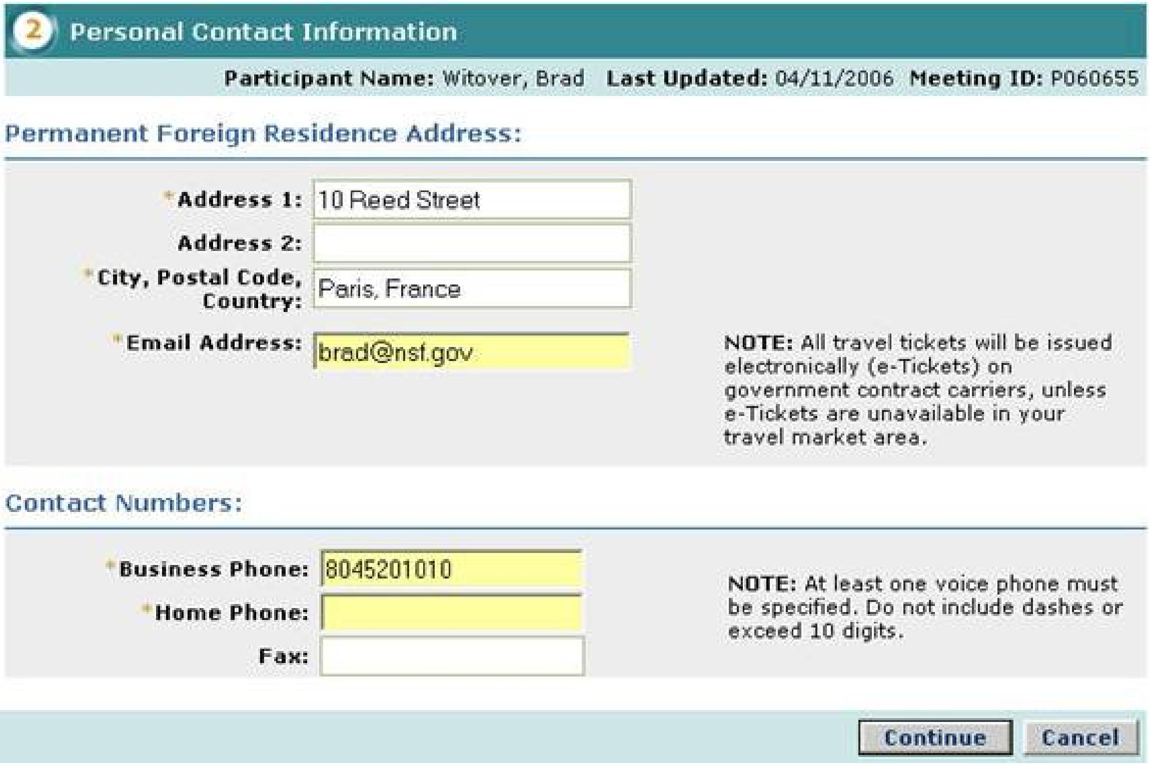
1. Select the **Submit** button (Figure 2). The **Personal Banking/Contact Information Results** screen displays (Figure 3) with a message that your information has been saved.

Figure 3 Personal Banking/Contact Information Results screen. The OK button is circled.

2. Select the **OK** button (Figure 3). The **Travel and Reimbursement Main** screen displays. You have now completed registration for the meeting and can proceed to make travel arrangements or submit expenses if applicable.

Complete Information for Foreign Address and No U.S. Financial Institution

1. Access the **Personal Contact Information** screen for a foreign address and no U.S. financial institution (Figure 1) (see Answer Participant Registration Questions).



2 Personal Contact Information

Participant Name: Witover, Brad **Last Updated:** 04/11/2006 **Meeting ID:** P060655

Permanent Foreign Residence Address:

***Address 1:** 10 Reed Street

Address 2:

***City, Postal Code, Country:** Paris, France

***Email Address:** brad@nsf.gov

NOTE: All travel tickets will be issued electronically (e-Tickets) on government contract carriers, unless e-Tickets are unavailable in your travel market area.

Contact Numbers:

***Business Phone:** 8045201010

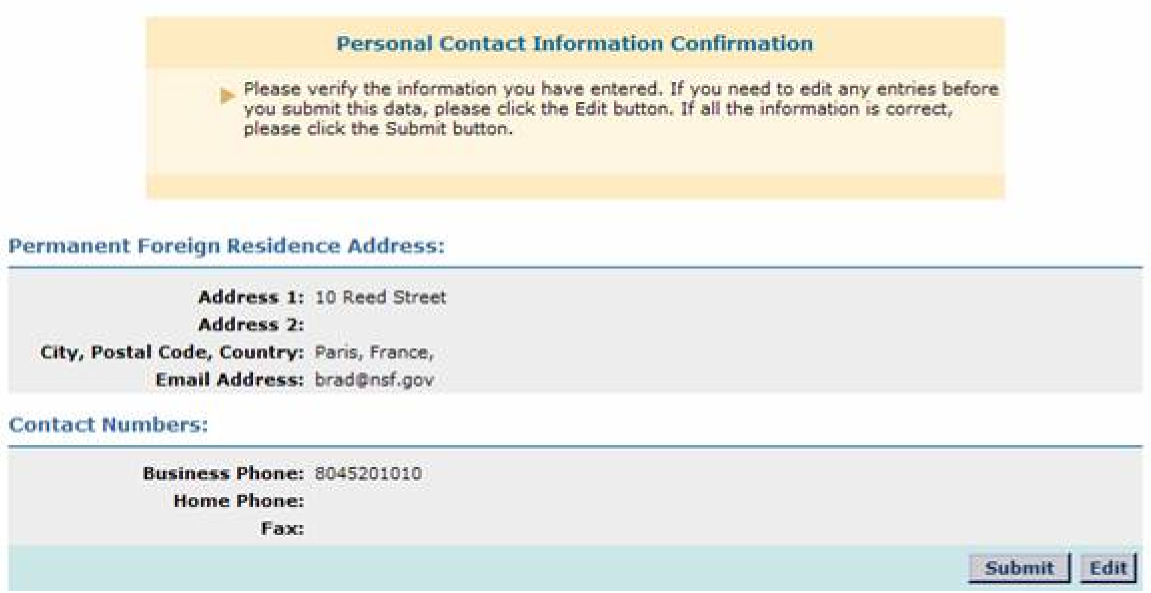
***Home Phone:**

Fax:

NOTE: At least one voice phone must be specified. Do not include dashes or exceed 10 digits.

Figure 1 Personal Contact Information screen for a foreign address and no U.S. financial institution.

2. In the **Permanent Foreign Residence Address** section of the **Personal Contact Information** screen (Figure 1), do the following:
   - In the **Address 1** box, type the first line of the street address.
   - In the **Address 2** box, type the second line of the street address (optional).
   - In the **City, Postal Code, Country** box, type your city, postal code, and country.
3. In the **Contact Numbers** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
   - In the **Business Phone** box, type your business phone.
   - In the **Home Phone** box, type your home phone or cell phone number.
   - In the **Fax** box, type your fax number (optional).
4. Select the **Continue** button (Figure 1). The **Personal Contact Information Confirmation** screen displays (Figure 2).



Personal Contact Information Confirmation

Please verify the information you have entered. If you need to edit any entries before you submit this data, please click the Edit button. If all the information is correct, please click the Submit button.

Permanent Foreign Residence Address:

Address 1: 10 Reed Street
Address 2:
City, Postal Code, Country: Paris, France,
Email Address: brad@nsf.gov

Contact Numbers:

Business Phone: 8045201010
Home Phone:
Fax:

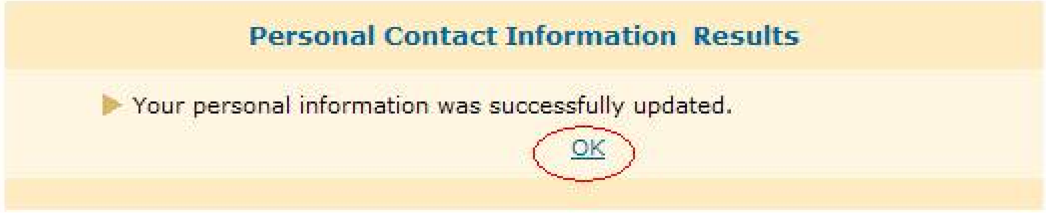
Figure 2 Personal Contact Information Confirmation screen.

5. Confirm that the information you typed is correct.

If you need to edit the information:
Select the **Edit** button (Figure 2). The **Personal Contact Information** screen redisplays (Figure 1), where you can change the information.

If the information is correct:

1. Select the **Submit** button (Figure 2). The **Personal Contact Information Results** screen displays (Figure 3) with a message that your information has been saved.



Personal Contact Information Results

Your personal information was successfully updated.

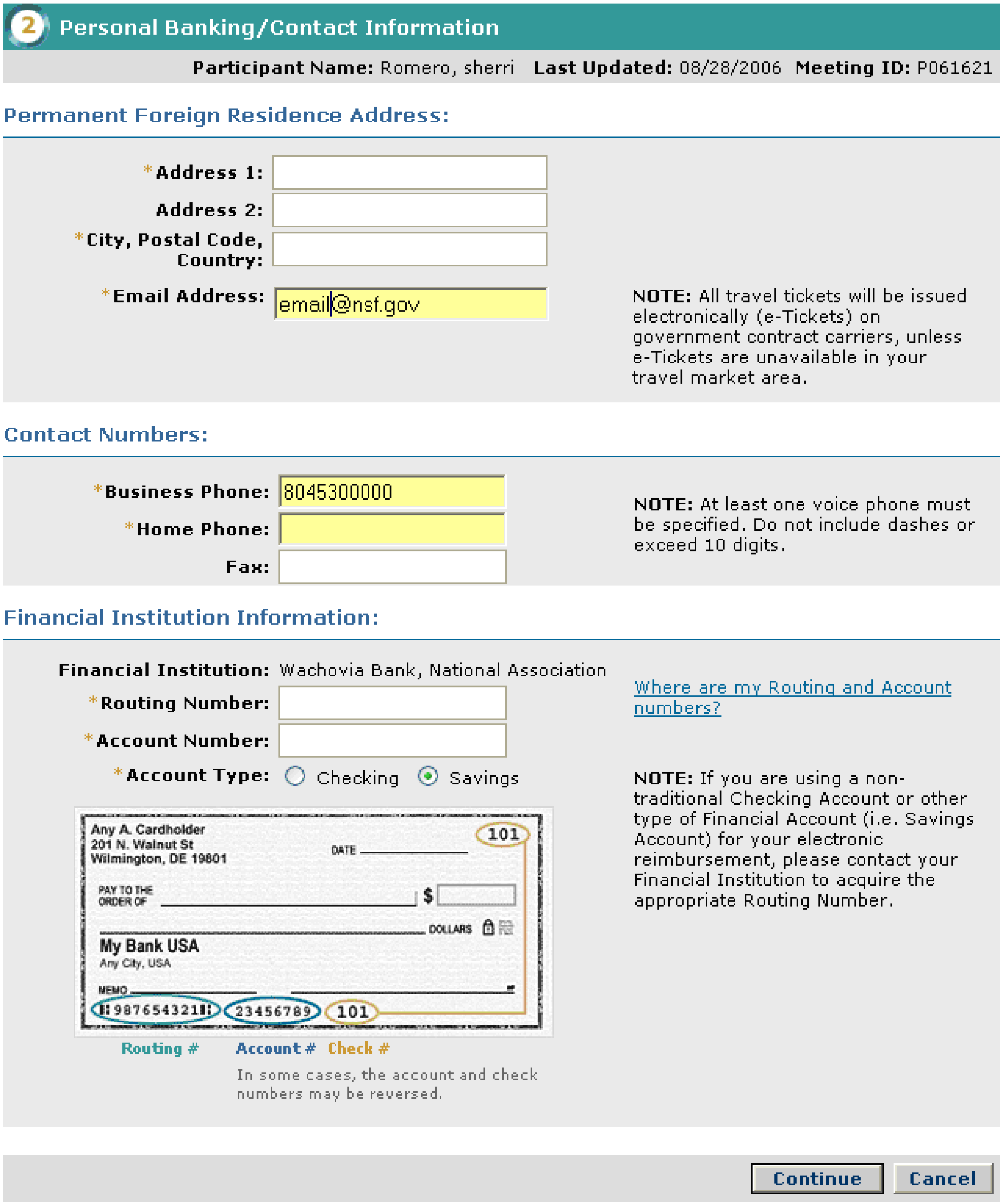
Figure 3 Personal Contact Information Results screen. The OK button is circled.

2. Select the **OK** button (Figure 3). The **Travel and Reimbursement Main** screen displays. You have now completed registration for the meeting and can proceed to make travel arrangements or submit expenses, if applicable.

Complete Information for Foreign Address and U.S. Financial Institution

If you have a U.S. Social Security Number (SSN), you must confirm your SSN before you can access the **Personal Banking/Contact Information** screen.

1. Access the **Personal Banking/Contact Information** screen for a foreign address and U.S. financial institution (Figure 1) (see Answer Participant Registration Questions or Confirm Social Security Number).



2 Personal Banking/Contact Information

Participant Name: Romero, sherri **Last Updated:** 08/28/2006 **Meeting ID:** P061621

Permanent Foreign Residence Address:

***Address 1:**	
Address 2:	
***City, Postal Code, Country:**	
***Email Address:**	email@nsf.gov

NOTE: All travel tickets will be issued electronically (e-Tickets) on government contract carriers, unless e-Tickets are unavailable in your travel market area.

Contact Numbers:

***Business Phone:**	8045300000
***Home Phone:**	
Fax:	

NOTE: At least one voice phone must be specified. Do not include dashes or exceed 10 digits.

Financial Institution Information:

Financial Institution:	Wachovia Bank, National Association
***Routing Number:**	
***Account Number:**	
***Account Type:**	○ Checking ● Savings

Where are my Routing and Account numbers?

NOTE: If you are using a non-traditional Checking Account or other type of Financial Account (i.e. Savings Account) for your electronic reimbursement, please contact your Financial Institution to acquire the appropriate Routing Number.

Any A. Cardholder
201 N. Walnut St
Wilmington, DE 19801
101
DATE
PAY TO THE ORDER OF
$
DOLLARS
My Bank USA
Any City, USA
MEMO
987654321
23456789
101
Routing #
Account #
Check #

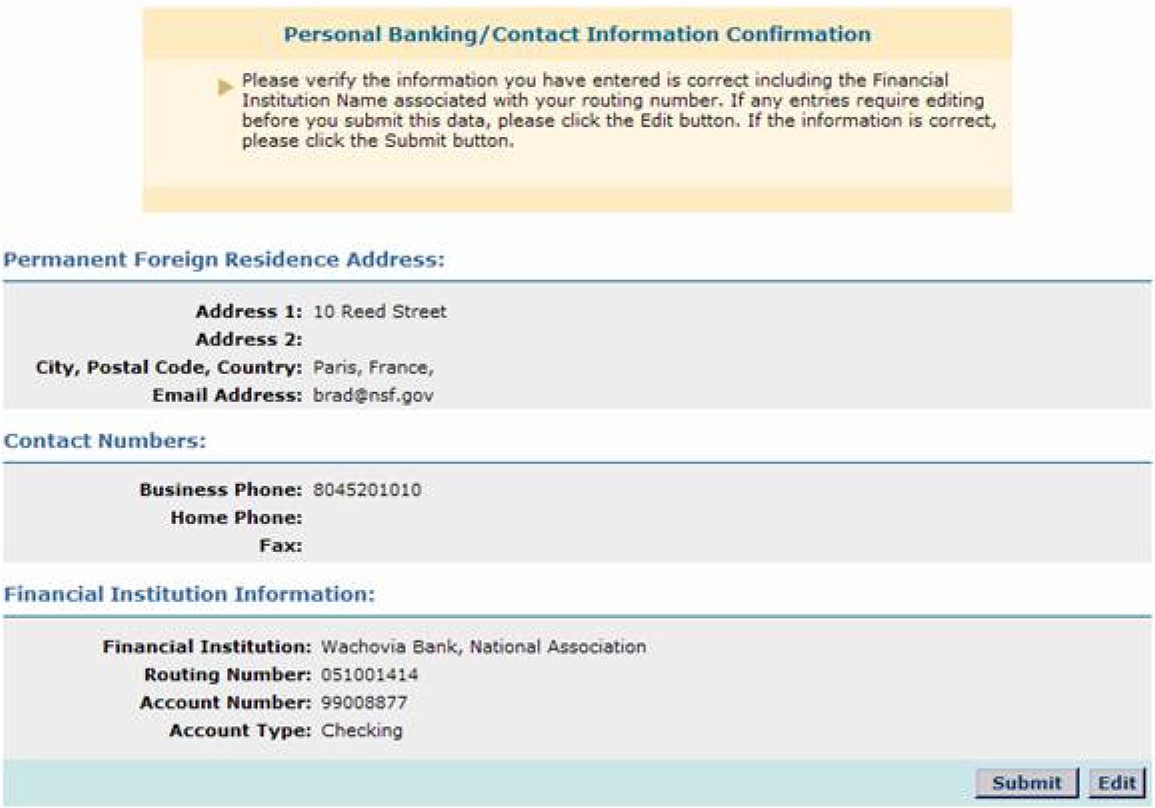
In some cases, the account and check numbers may be reversed.

Continue
Cancel

Figure 1 Personal Banking/Contact Information screen for a foreign address and U.S. financial institution.

2. In the **Permanent Foreign Residence Address** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
   - In the **Address 1** box, type the first line of the street address.
   - In the **Address 2** box, type the second line of the street address (optional).
   - In the **City, Postal Code, Country** box, type your city, postal code, and country.
   - In the **Email Address** box (Figure 1), type your email address.

3. In the **Contact Numbers** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
   - In the **Business Phone** box, type your business phone.
   - In the **Home Phone** box, type your home phone or cell phone number.
   - In the **Fax** box, type your fax number (optional).
4. In the **Financial Institution Information** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
   - In the **Routing Number** box, type the routing number for your U.S. financial institution.
   - In the **Account Number** box, type your account number at this institution.
   - In the **Account Type** box, select the radio button for either checking or savings.
5. Select the **Continue** button (Figure 1). The **Personal Banking/Contact Information Confirmation** screen displays (Figure 2).



Personal Banking/Contact Information Confirmation

Please verify the information you have entered is correct including the Financial Institution Name associated with your routing number. If any entries require editing before you submit this data, please click the Edit button. If the information is correct, please click the Submit button.

Permanent Foreign Residence Address:

Address 1: 10 Reed Street
Address 2:
City, Postal Code, Country: Paris, France,
Email Address: brad@nsf.gov

Contact Numbers:

Business Phone: 8045201010
Home Phone:
Fax:

Financial Institution Information:

Financial Institution: Wachovia Bank, National Association
Routing Number: 051001414
Account Number: 99008877
Account Type: Checking

Figure 2 Personal Banking/Contact Information Confirmation screen.

6. Confirm that the information you typed in is correct.

If you need to edit the information:
Select the **Edit** button (Figure 2). The **Personal Banking/Contact Information** screen redisplays (Figure 1), where you can change the information.

If the information is correct:
1. Select the **Submit** button (Figure 2). The **Personal Banking/Contact Information Results** screen displays (Figure 3) with a message that your information has been saved.

Figure 3 Personal Banking / Contact Information Results screen. The OK button is circled.

2. Select the **OK** button (Figure 3). The **Travel and Reimbursement Main** screen displays. You have now completed registration for the meeting and can proceed to make travel arrangements or submit expenses, if applicable.

Make Travel Arrangements

Make Travel Arrangements Introduction

Before you are able to make travel arrangements in FastLane for a meeting, you must first register for a meeting by answering the participant registration questions (Step 1) and entering your personal contact and banking information (Step 2).

The Travel Arrangements application will not be available to you *if you are a local participant, plan to participate in the meeting through teleconferencing, or the meeting start date has already occurred*.

See Access Travel Arrangements for instructions on how to access the **Travel Arrangements** screen.

Methods of Making Travel Arrangements

There are two ways to make travel arrangements:

- Complete the on-line reservation form.
- Call the NSF travel management contractor.

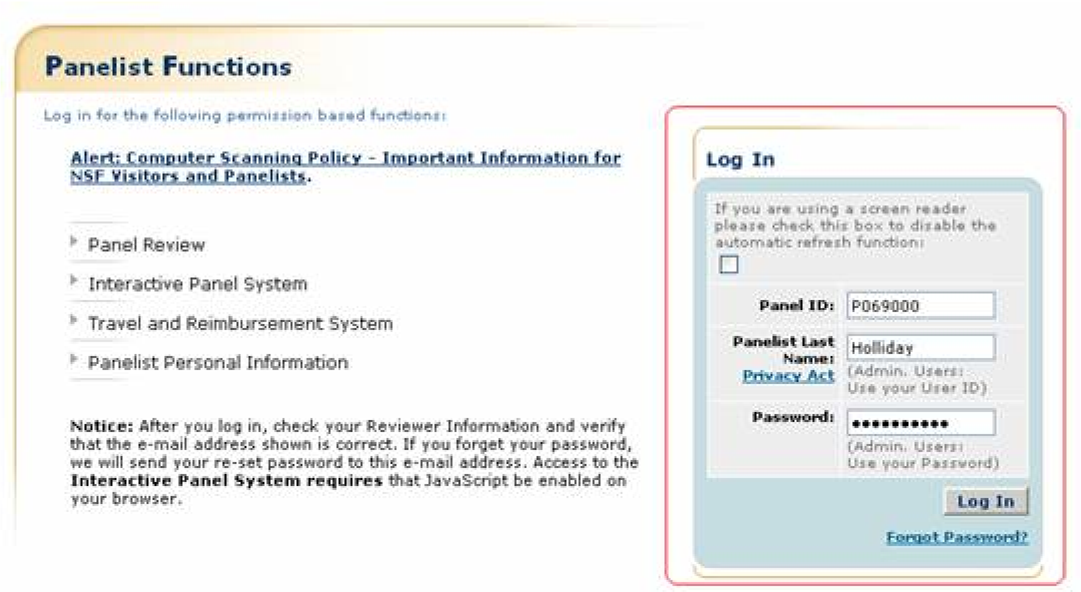
In Travel Arrangements, you can also find information on NSF’s suggested hotel or other hotels in the Arlington, Virginia, area.

Access Travel Arrangements

You can access the **Travel Arrangements** screen, *if you have completed registration for a meeting and if you are not a local participant, are not planning to participate through teleconferencing, or the meeting start date has not yet occurred.,*

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).

Figure 1 FastLane Home Page screen. The link for Panelist Functions is circled.



Panelist Functions

Log in for the following permission based functions:

Alert: Computer Scanning Policy - Important Information for NSF Visitors and Panelists.

- Panel Review
- Interactive Panel System
- Travel and Reimbursement System
- Panelist Personal Information

Notice: After you log in, check your Reviewer Information and verify that the e-mail address shown is correct. If you forget your password, we will send your re-set password to this e-mail address. Access to the **Interactive Panel System requires** that JavaScript be enabled on your browser.

Log In

If you are using a screen reader please check this box to disable the automatic refresh function: ☐

Panel ID: P069000

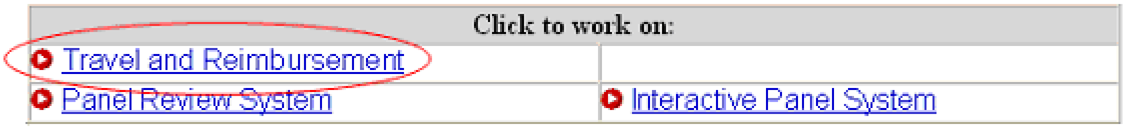
Panelist Last Name: Holliday (Admin. Users: Use your User ID)

Privacy Act

Password: ••••••••••• (Admin. Users: Use your Password)

Figure 2 Panelist Functions screen. The Log In section is circled.

2. In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
   - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
     - In the **Panelist Last Name** box, type your last name.
     - In the **Password** box, type the password that you received from NSF.
3. Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).



Click to work on:

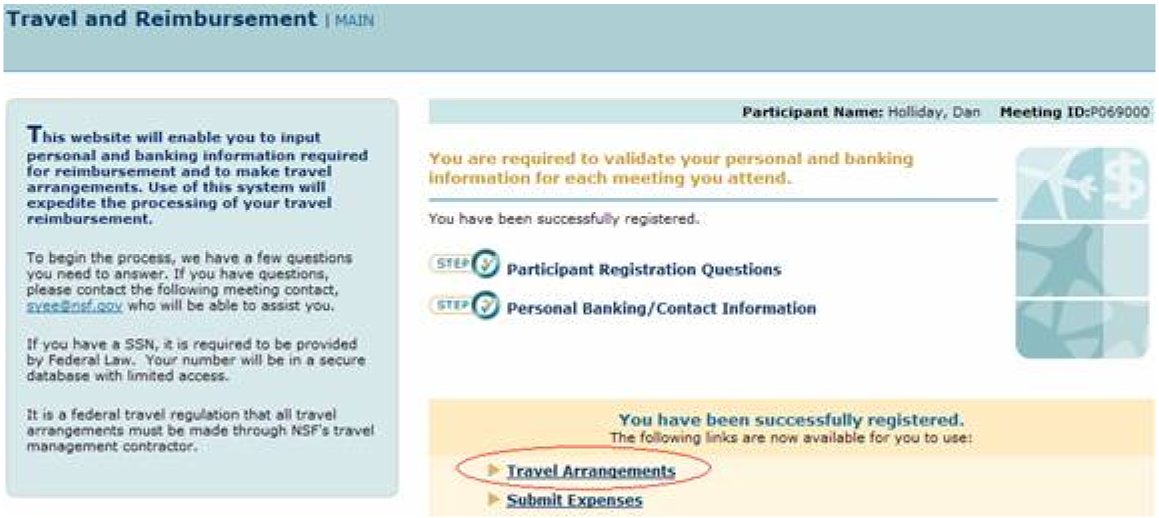
Travel and Reimbursement

Panel Review System

Interactive Panel System

Figure 3 Travel and Reimbursement link at the bottom of the Panelist System Selection screen.

4. Select **Travel and Reimbursement** (Figure 3). The **Travel and Reimbursement Main** screen displays (Figure 4).



Travel and Reimbursement | MAIN

This website will enable you to input personal and banking information required for reimbursement and to make travel arrangements. Use of this system will expedite the processing of your travel reimbursement.

To begin the process, we have a few questions you need to answer. If you have questions, please contact the following meeting contact, syee@nsf.gov who will be able to assist you.

If you have a SSN, it is required to be provided by Federal Law. Your number will be in a secure database with limited access.

It is a federal travel regulation that all travel arrangements must be made through NSF's travel management contractor.

Participant Name: Holliday, Dan **Meeting ID:**P069000

You are required to validate your personal and banking information for each meeting you attend.

You have been successfully registered.

STEP
Participant Registration Questions
STEP
Personal Banking/Contact Information

You have been successfully registered.
The following links are now available for you to use:

Figure 4 Travel and Reimbursement screen. The Travel Arrangements link is circled.

5. Select **Travel Arrangements** (Figure 4).

6. *If you are a Non-Federal, Non-Local, Attending On-Site participant*, the **Travel Arrangements** screen displays as in Figure 5 with the Meeting ID and your participant name at the top right. You have options to do the following:
   - Complete the on-line reservation form.
   - Call the NSF travel management contractor.
   - Find information on NSF's suggested hotel or other hotels in the Arlington, Virginia, area.

Figure 5 Travel Arrangements screen.

If you are a Federal, Foreign Non-Flat Rate, or Workshop participant, the **Travel Arrangements** screen displays as in Figure 6 with the Meeting ID and your participant name at the top right. You have the option of finding information about NSF's suggested hotel or other hotels in the Arlington, Viriginia, area.

Figure 6 Travel Arrangements screen with hotel information.

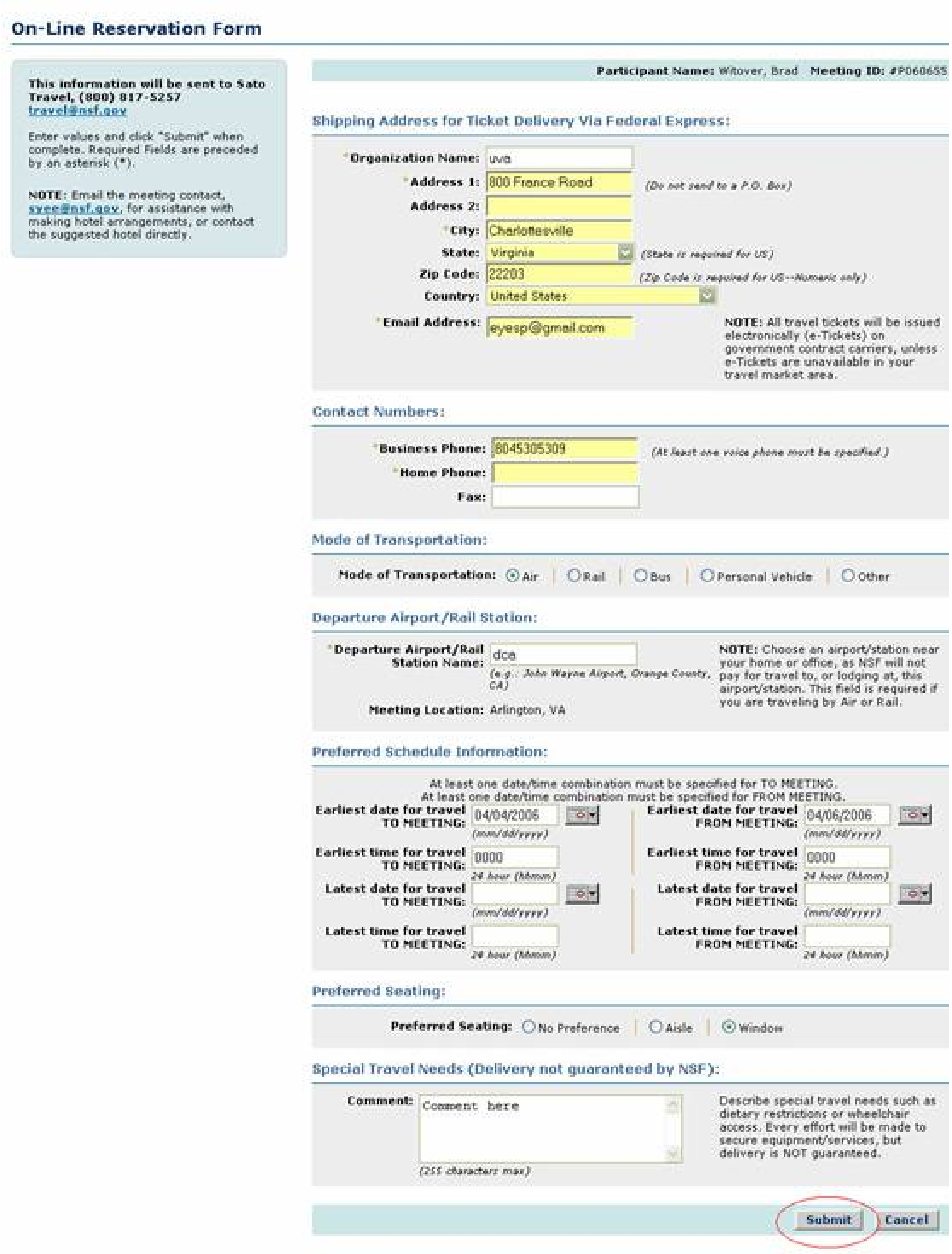
Complete the On-Line Reservation Form

The Online Reservation Form is only for arranging transportation. FastLane sends your completed online reservation form directly to the NSF travel management contractor.

1. Access the **Travel Arrangements** screen (Figure 1) (see Access Travel Arrangements).

Figure 1 Travel Arrangements screen. The On-Line Reservation Form link is circled.

2. On the **Travel Arrangements** screen (Figure 1), select **On-Line Reservation Form**. The **On-Line Reservation Form** screen (Figure 2) displays.



On-Line Reservation Form

This information will be sent to Sato Travel, (800) 817-5257
travel@nsf.gov

Enter values and click "Submit" when complete. Required Fields are preceded by an asterisk (*).

NOTE: Email the meeting contact, syec@nsf.gov, for assistance with making hotel arrangements, or contact the suggested hotel directly.

Participant Name: Witover, Brad   Meeting ID: #P060655

Shipping Address for Ticket Delivery Via Federal Express:

*Organization Name: uva
*Address 1: 800 France Road (Do not send to a P.O. Box)
Address 2:
*City: Charlottesville
State: Virginia (State is required for US)
Zip Code: 22203 (Zip Code is required for US--Numeric only)
Country: United States
*Email Address: eyesp@gmail.com

NOTE: All travel tickets will be issued electronically (e-Tickets) on government contract carriers, unless e-Tickets are unavailable in your travel market area.

Contact Numbers:

*Business Phone: 8045305309 (At least one voice phone must be specified.)
*Home Phone:
Fax:

Mode of Transportation:

Mode of Transportation: ● Air | ○ Rail | ○ Bus | ○ Personal Vehicle | ○ Other

Departure Airport/Rail Station:

*Departure Airport/Rail Station Name: dca (e.g.: John Wayne Airport, Orange County, CA)
Meeting Location: Arlington, VA

NOTE: Choose an airport/station near your home or office, as NSF will not pay for travel to, or lodging at, this airport/station. This field is required if you are traveling by Air or Rail.

Preferred Schedule Information:

At least one date/time combination must be specified for TO MEETING.
At least one date/time combination must be specified for FROM MEETING.

Earliest date for travel TO MEETING: 04/04/2006 (mm/dd/yyyy)
Earliest time for travel TO MEETING: 0000 24 hour (hhmm)
Latest date for travel TO MEETING: (mm/dd/yyyy)
Latest time for travel TO MEETING: 24 hour (hhmm)

Earliest date for travel FROM MEETING: 04/06/2006 (mm/dd/yyyy)
Earliest time for travel FROM MEETING: 0000 24 hour (hhmm)
Latest date for travel FROM MEETING: (mm/dd/yyyy)
Latest time for travel FROM MEETING: 24 hour (hhmm)

Preferred Seating:

Preferred Seating: ○ No Preference | ○ Aisle | ● Window

Special Travel Needs (Delivery not guaranteed by NSF):

Comment: Comment here
(255 characters max)

Describe special travel needs such as dietary restrictions or wheelchair access. Every effort will be made to secure equipment/services, but delivery is NOT guaranteed.

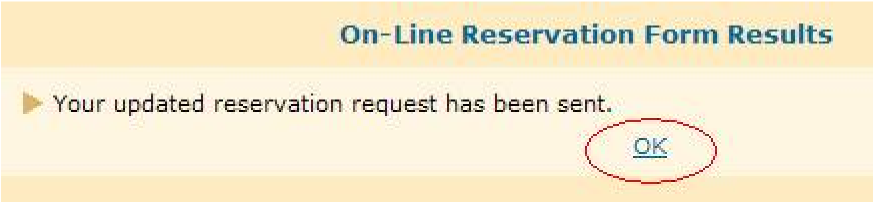
Figure 2 On-Line Reservation Form screen. The Submit button is circled.

3. In the **Shipping Address for Ticket Delivery Via Federal Express** section of the **On-Line Reservation Form** screen (Figure 2), do the following:
   - In the **Organization Name** box, type the name of the organization you are affiliated with.

- In the **Address Line 1** box, type your street address.
- In the **Address Line 2** box, type the second line of the address (optional).
- In the **City** box, type the city of your address.
- In the **State** box, select your state from the drop-down list.
- In the **Zip Code** box, type your zip code (optional for foreign address).
- In the **Country** box, type the name of the country you are currently located in.
- In the **Email** address, type the email address where you want to receive NSF communications.

4. In the **Contact Numbers** section (Figure 2), do the following:
    - In the **Business Phone** box, type your business phone.
    - In the **Home Phone** box, type your home phone or cell phone number.
    - In the **Fax** box, type your fax number (optional).
5. In the **Mode of Transportation** section (Figure 2), select the radio button for the mode that you prefer.
6. In the **Departure Airport/Rail Station** section (Figure 2), type the name of the airport or rail station you are departing from (required if you picked either of these modes of transportation.
   Note: Choose an airport/station near your home or office, as NSF will not pay for travel to, or lodging at, this airport/station.
7. In the **Preferred Schedule Information** section (Figure 2), do the following:
    - In the **Earliest date for travel to meeting** box, type that date in mm/dd/yyyy format.
    - In the **Earliest time for travel to meeting** box, type the earliest time you will be ready to leave in hhmm format.
    - In the **Latest date for travel to meeting** box, type that date in mm/dd/yyyy format.
    - In the **Latest time for travel to meeting** box, type the latest time you will be ready to leave in hhmm format. **Note:** You must enter at least the earliest or latest date and time.
    - In the **Earliest date for travel from meeting** box, type that date in mm/dd/yyyy format.
    - In the **Earliest time for travel from meeting** box, type the earliest time you will be ready to leave in hhmm format.
    - In the **Latest date for travel from meeting** box, type that date in mm/dd/yyyy format.
    - In the **Latest time for travel from meeting** box, type the latest time you will be ready to leave in hhmm format.

   Note: You must enter at least the earliest or latest date and time.
8. In the **Preferred Seating** section (Figure 2), select the radio button for your preference (for air travel only).
9. In the **Special Travel Needs** section (Figure 2), type in the **Comments** box any special needs that you might have for travel. (NSF does not guarantee delivery.)
10. Select the **Submit** button (Figure 2). The **On-Line Reservation Form Results** screen displays (Figure 3) with the message that your reservation form has been sent.


On-Line Reservation Form Results

Your updated reservation request has been sent.

Figure 3 On-Line Reservation Form Results screen. The OK link is circled.

11. Select **OK** (Figure 3). The **Travel and Reimbursements Main** screen displays.

Call the NSF Travel Management Contractor

You can arrange for transportation by calling the NSF travel management contractor directly.

1. Access the **Travel Arrangements** screen (Figure 1) (see Access Travel Arrangements).

Figure 1 Travel Arrangements screen. The NSF Travel Management Contractor section is boxed.

2. On the **Travel Arrangements** screen (Figure 1), find the name and 1-800 phone number of the NSF travel management contractor.
3. Call the contractor. You must give the contractor your name and Panel/Meeting ID, which is at the top right of the **Travel Arrangements** screen.

Find Hotel Information

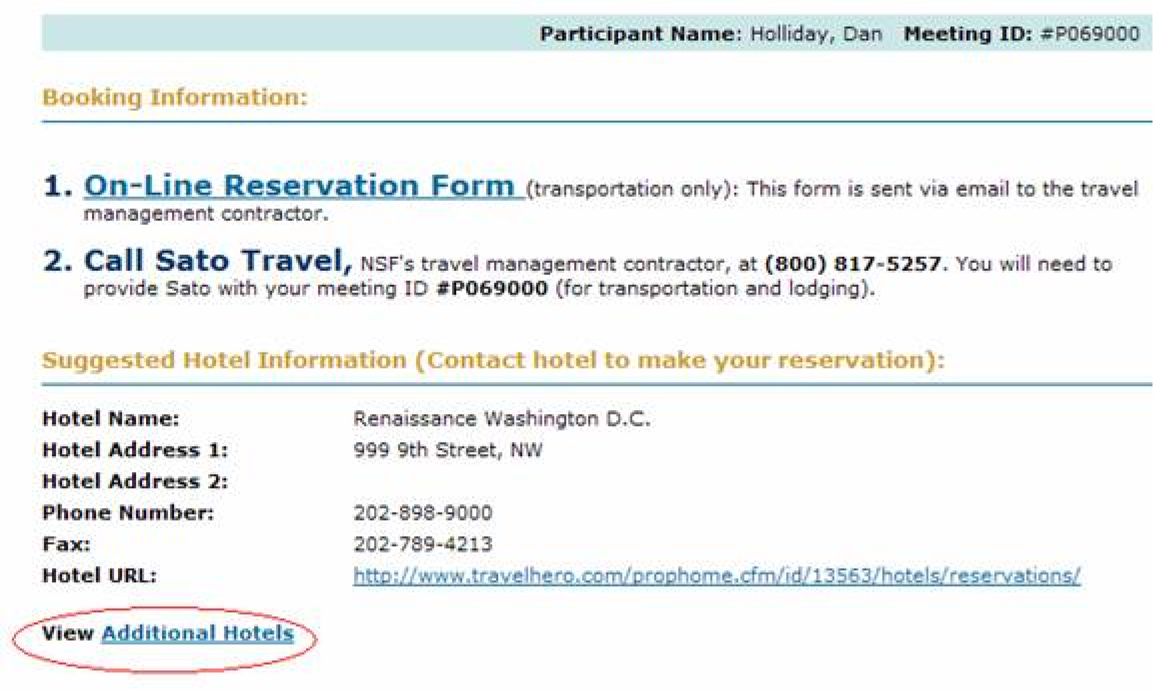
1. Access the **Travel Arrangements** screen (Figure 1) (see Access Travel Arrangements). If information is displayed in the **Suggested Hotel Information** section, NSF has reserved a block of rooms at the suggested hotel for the participants of your meeting.

Figure 1 Travel Arrangements screen. The Suggested Hotel Information section is boxed.

2. Contact the hotel directly to make your reservation.

Find Other Hotels in the Arlington, Virginia, Area

1. On the **Travel Arrangements** screen (Figure 2), select **Additional Hotels**. The **Hotels** screen displays (Figure 3).



Participant Name: Holliday, Dan **Meeting ID:** #P069000

Booking Information:

1. On-Line Reservation Form (transportation only): This form is sent via email to the travel management contractor.
2. **Call Sato Travel,** NSF's travel management contractor, at **(800) 817-5257**. You will need to provide Sato with your meeting ID **#P069000** (for transportation and lodging).

Suggested Hotel Information (Contact hotel to make your reservation):

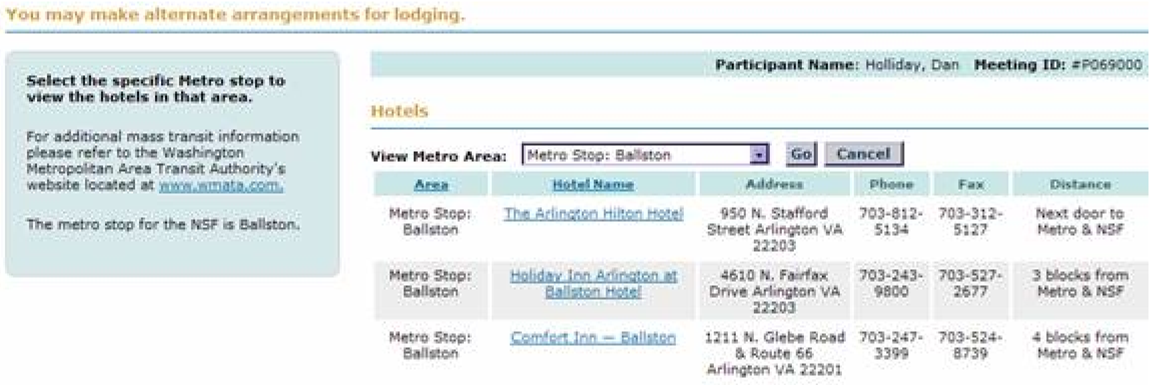
Hotel Name:	Renaissance Washington D.C.
Hotel Address 1:	999 9th Street, NW
Hotel Address 2:	
Phone Number:	202-898-9000
Fax:	202-789-4213
Hotel URL:	http://www.travelhero.com/prophome.cfm/id/13563/hotels/reservations/

View Additional Hotels

Figure 2 Travel Arrangements screen. The Additional Hotels link is circled.

Figure 3 Hotels screen. The Go button is circled.

2. In the **View Metro Area** drop-down list (Figure 3), select the stop for the Metropolitan Area Transportation Authority (Metro) that you want to look for hotels near, or choose **All** to view hotels in the entire Washington Metropolitan region.
3. Select the **Go** button (Figure 3). The **Hotels** screen displays (Figure 4) with a listing of information on hotels that are in the area that you chose.



You may make alternate arrangements for lodging.

Select the specific Metro stop to view the hotels in that area.

For additional mass transit information please refer to the Washington Metropolitan Area Transit Authority's website located at www.wmata.com.

The metro stop for the NSF is Ballston.

Participant Name: Holliday, Dan **Meeting ID:** #P069000

Hotels

View Metro Area: Metro Stop: Ballston

Area	Hotel Name	Address	Phone	Fax	Distance
Metro Stop: Ballston	The Arlington Hilton Hotel	950 N. Stafford Street Arlington VA 22203	703-812-5134	703-312-5127	Next door to Metro & NSF
Metro Stop: Ballston	Holiday Inn Arlington at Ballston Hotel	4610 N. Fairfax Drive Arlington VA 22203	703-243-9800	703-527-2677	3 blocks from Metro & NSF
Metro Stop: Ballston	Comfort Inn — Ballston	1211 N. Glebe Road & Route 66 Arlington VA 22201	703-247-3399	703-524-8739	4 blocks from Metro & NSF

Figure 4 Hotels screen with a listing of information on hotels in the chosen Metro stop area.

4. Click on a hotel name (Figure 4). The hotel's website opens in a new window.

Submit Expenses

Submit Expenses Introduction

To submit travel expenses to NSF you must meet the following criteria:

- Answered No to the participant registration question, “Will you be making your travel reservations through NSF’s travel agent?”
- Registered for the meeting and submitted your personal contact and banking information.
    - Registered as a Non-Federal, Non-Local, Attending On-Site participant.

NSF reimburses two kinds of expenses:

- Personally owned vehicle (POV) mileage and toll expenses for those who used their own automobile, motorcycle, or airplane to get to/from the meeting
    - Personally purchased transportation ticket to/from the meeting.

Note: Any transportation arrangements not made through NSF’s travel management contractor **must have prior approval**. The NSF cannot reimburse transportation ticket expenses that exceed the NSF’s contracted airfare.

You can edit your expense reimbursement submission up to the point that NSF begins processing it. If you still need to submit more expenses, after NSF has completed processing your initial expenses, you can submit additional expenses for POV expenses or ticket expenses.

See NSF Policy on Expense Reimbursement for details on those expenses NSF reimburses.

NSF Policy on Expense Reimbursement

NSF reimburses participants' approved travel expenses, according to Federal policy. Please keep in mind the following general guidelines when making your travel arrangements:

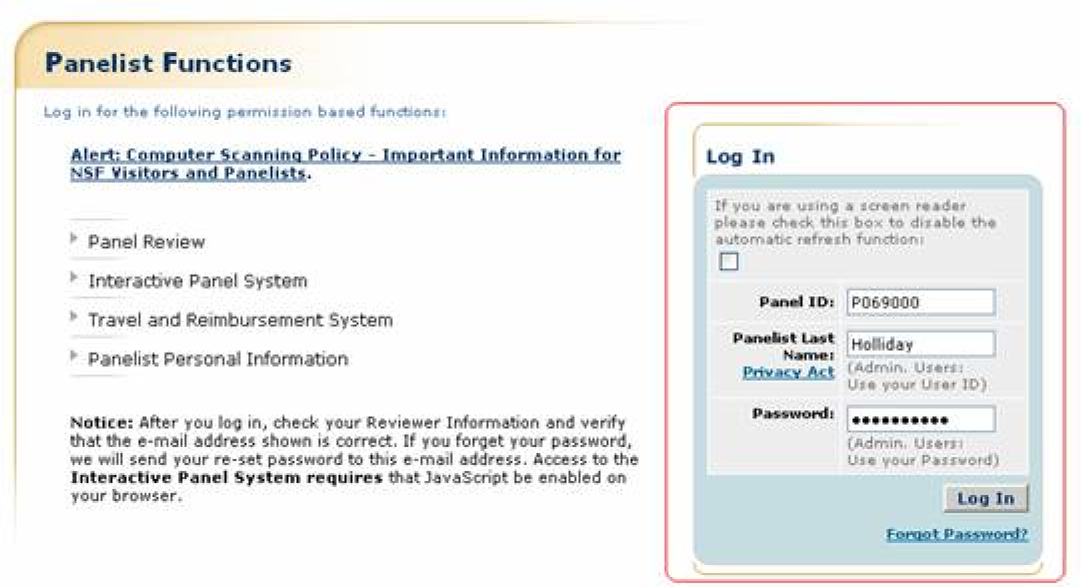
- **Points of Departure/Return** - The authorized points of travel departure and return are the traveler's official duty station or residence. Travelers will be reimbursed for travel expenses only between these points and the meeting site. On occasion, a traveler may be away from his/her duty station or need to go to another destination after the meeting. If this is the case, and it is for the convenience of the Government, then an alternate authorized point may be used. This must be noted. These are not stopovers. The traveler must begin or end official travel at the other authorized point.
- **Reservations** - Reservations for transportation must be made through the NSF travel management contractor. The Meeting ID is required to make reservations. NSF cannot reimburse over the contract airfare.
- **Common Carrier (airplane, train or bus)** - Travel by common carrier is presumed to be the most advantageous to the Government and is the authorized mode of travel.
- **Contract Carrier Flights** - Travelers are expected to use contract air carrier services provided to Federal agencies at reduced rates through the General Services Administration City Pair Program; reimbursement for transportation costs cannot exceed the amount of the contract carrier round-trip airfare.
- **International Flights** - Travelers must use U.S.-flag air carriers for international air travel, if available, even if travel on another airline is less expensive. NSF cannot reimburse travelers for transportation on another airline unless U.S.-flag carrier service is not available. A U.S.-flag air carrier is a carrier holding a certificate under Section 401 of the Federal Aviation Act of 1958. The NSF travel management contractor will make travel arrangements in compliance with this regulation.
- **Airline Tickets** - Tickets must be e-tickets unless there is a compelling reason for a paper ticket. Electronic tickets are issued 2 days prior to the travel date. Travelers will receive an email confirmation with an attached electronic invoice. The attached invoice may be used for airport entry. NSF cannot reimburse over the contract airfare.
- **Use of a Personal Vehicle** - Travelers may be authorized to use a personally owned vehicle (POV) as the mode of transportation to NSF meetings, under the following conditions:
    - Travelers sign and submit a mileage statement to the program office sponsoring the meeting. The use of a private vehicle is approved in advance by NSF.
    - Mileage reimbursement is limited to the rates established by the General Services Administration. (See http://www.gsa.gov/ for the current mileage rates.)
    - The total amount of the reimbursement for POV expenses does not exceed the cost of the airfare on a Government contract air carrier.
    - It is NSF Policy that only one form of POV may be claimed per meeting.
- **International Participants** - Citizens of a foreign country who visit the United States usually need to obtain a visa. For NSF meeting participants, this typically is a visitor visa, a non-immigrant visa for travel to the United States for a scientific, educational, or professional meeting or conference on specific

dates. Current information on U.S. visa policies is published on the Department of State Bureau of Consular Affairs website at http://travel.his.com/visa/tempvisitors_info.html

Access Submit Expenses

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).

Figure 1 FastLane Home Page screen. The link for Panelist Functions is circled.



Panelist Functions

Log in for the following permission based functions:

Alert: Computer Scanning Policy - Important Information for NSF Visitors and Panelists.

- Panel Review
- Interactive Panel System
- Travel and Reimbursement System
- Panelist Personal Information

Notice: After you log in, check your Reviewer Information and verify that the e-mail address shown is correct. If you forget your password, we will send your re-set password to this e-mail address. Access to the **Interactive Panel System requires** that JavaScript be enabled on your browser.

Log In

If you are using a screen reader please check this box to disable the automatic refresh function:
☐

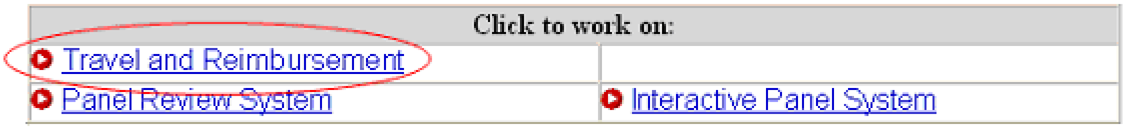
Panel ID: P069000

Panelist Last Name: Holliday
Privacy Act
(Admin. Users: Use your User ID)

Password: •••••••••••
(Admin. Users: Use your Password)

Figure 2 Panelist Functions screen. The Log In section is circled.

2. In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
   - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
   - In the **Panelist Last Name** box, type your last name.
   - In the **Password** box, type the password that you received from NSF.
3. Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).

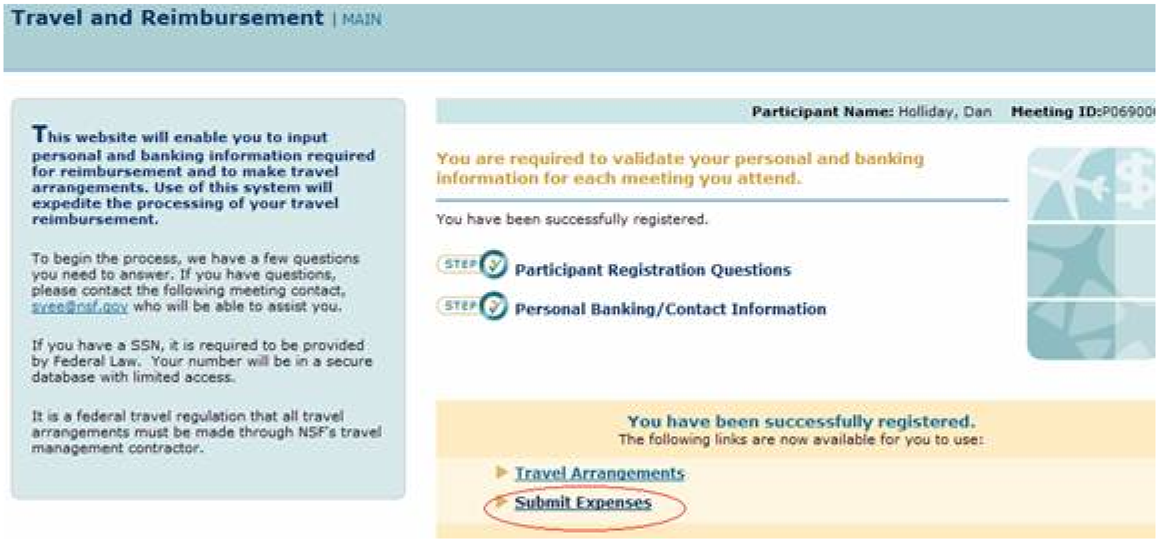


Click to work on:

- Travel and Reimbursement
- Panel Review System
- Interactive Panel System

Figure 3 Travel and Reimbursement link at the bottom of the Panelist System Selection screen.

4. Select **Travel and Reimbursement** (Figure 3). The **Travel and Reimbursement Main** screen displays (Figure 4).



Participant Name: Holliday, Dan **Meeting ID:**P06900

This website will enable you to input personal and banking information required for reimbursement and to make travel arrangements. Use of this system will expedite the processing of your travel reimbursement.

To begin the process, we have a few questions you need to answer. If you have questions, please contact the following meeting contact, syee@nsf.gov who will be able to assist you.

If you have a SSN, it is required to be provided by Federal Law. Your number will be in a secure database with limited access.

It is a federal travel regulation that all travel arrangements must be made through NSF's travel management contractor.

You are required to validate your personal and banking information for each meeting you attend.

You have been successfully registered.

Participant Registration Questions

Personal Banking/Contact Information

You have been successfully registered.
The following links are now available for you to use:

Figure 4 Travel and Reimbursement screen. The Submit Expenses link is circled.

5. On the **Travel and Reimbursement** screen (Figure 4), select **Submit Expenses**. The **Submit Expenses** screen displays (Figure 5). You have the options to submit expenses for:
    - Personally owned vehicle (POV) mileage and tolls
    - Personally purchased transportation ticket

Figure 5 Submit Expenses screen.

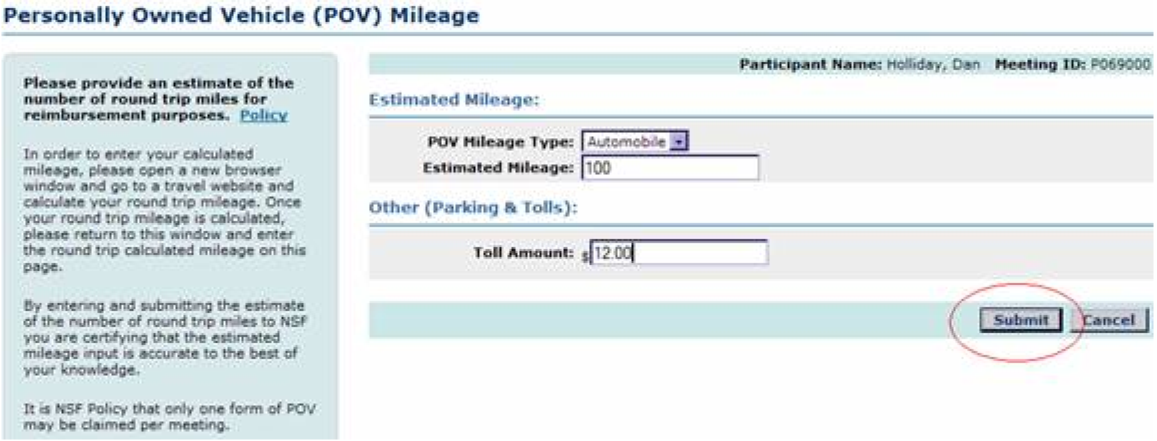
Submit POV Mileage Expenses

NSF reimburses a participant that used a personal automobile, motorcycle, or airplane to travel to and/or from the meeting. NSF reimburses on the basis of a fixed rate per mile traveled and for toll costs. See NSF Policy on Expense Reimbursement.

1. Access the **Submit Expenses** screen (Figure 1) (see Access Submit Expenses).

Figure 1 Submit Expenses screen. The Personally Owned Vehicle (POV) Mileage link is circled.

2. On the **Submit Expenses** screen (Figure 1), select **Personally Owned Vehicle (POV) Mileage**. **The Personally Owned Vehicle (POV) Mileage** screen displays (Figure 2).



Personally Owned Vehicle (POV) Mileage

Please provide an estimate of the number of round trip miles for reimbursement purposes. Policy

In order to enter your calculated mileage, please open a new browser window and go to a travel website and calculate your round trip mileage. Once your round trip mileage is calculated, please return to this window and enter the round trip calculated mileage on this page.

By entering and submitting the estimate of the number of round trip miles to NSF you are certifying that the estimated mileage input is accurate to the best of your knowledge.

It is NSF Policy that only one form of POV may be claimed per meeting.

Participant Name: Holliday, Dan **Meeting ID:** P069000

Estimated Mileage:

POV Mileage Type: Automobile

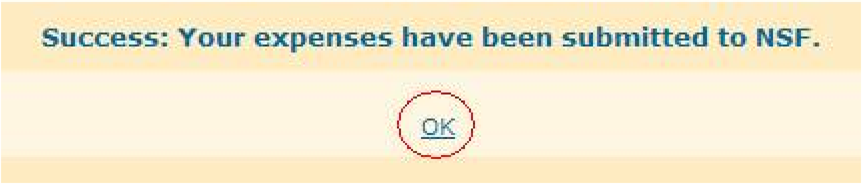
Estimated Mileage: 100

Other (Parking & Tolls):

Toll Amount: $ 12.00

Figure 2 Personally Owned Vehicle (POV) Mileage screen. The Submit button is circled.

3. In the **Estimated Mileage** section (Figure 2), do the following:
   - In the **POV Mileage Type** drop-down list, chose the type of vehicle you used.
   - In the **Estimated Mileage** box, type the number of round-trip miles you traveled. (Calculate your miles with the help of a travel website.)
4. In the **Other (Parking and Tolls)** section, type the amount that you spent on tolls.
5. Select the **Submit** button (Figure 2). A screen displays (Figure 3) with the message that your expenses have been submitted.



Success: Your expenses have been submitted to NSF.

Figure 3 Screen with message that your expenses have been submitted to NSF for approval. The OK button is circled.

6. Select **OK** (Figure 3). The **Travel and Reimbursement Main** screen displays.

You can edit your expenses up to the point that NSF begins processing your submission.

Submit Personally Purchased Transportation Ticket Expenses

You must have prior approval from NSF for a personally purchased transportation ticket. NSF reimburses only up to the amount of the Government's contract airfare (see NSF Policy on Expense Reimbursement for details). You must submit your receipts to your meeting contact.

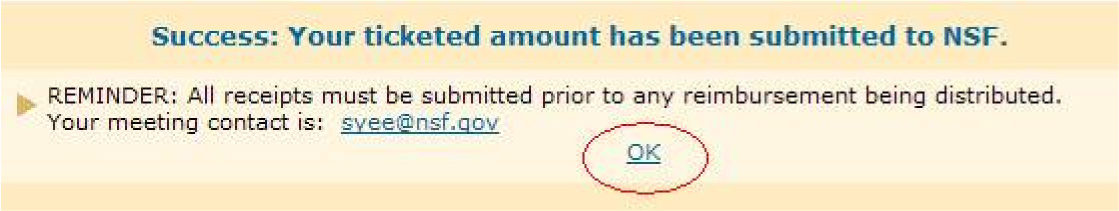
1. Access the **Submit Expenses** screen (Figure 1) (see Access Submit Expenses).

Figure 1 Submit Expenses screen. The Personally Purchased Transportation Ticket link is circled.

2. On the **Submit Expenses** screen (Figure 1), select **Personally Purchased Transportation Ticket.** The **Personally Purchased Transportation Ticket** screen displays (Figure 2).

Figure 2 Personally Purchased Transportation Ticket screen. The Submit button is circled.

3. In the **Ticket Amount** box (Figure 2), type the amount for your ticket.
4. Select the **Submit** button (Figure 2). A screen displays with the message that your ticket amount has been submitted to NSF.



Success: Your ticketed amount has been submitted to NSF.

REMINDER: All receipts must be submitted prior to any reimbursement being distributed.
Your meeting contact is: syee@nsf.gov

Figure 3 Screen with the message that your ticketed amount has been submitted to NSF for approval.

5. Select **OK** (Figure 3). The **Travel and Reimbursement Main** screen displays.

You can edit your ticket expenses up to the point that NSF begins processing your submission.

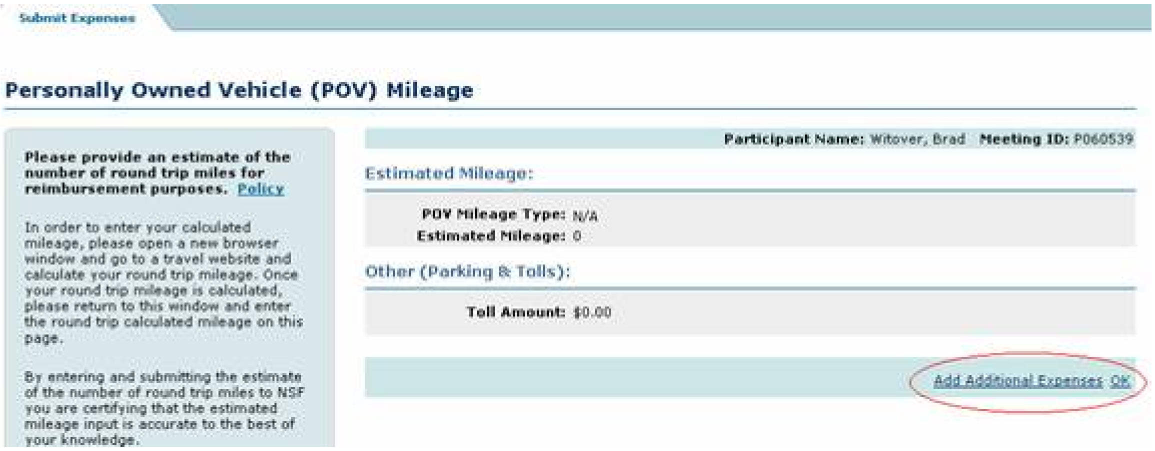
Submit Additional POV Expenses

You can submit additional expenses only after NSF has completed processing of your initial POV expenses submission. See NSF Policy on Expense Reimbursement for details on what can be reimbursed.

1. Access the **Submit Expenses** screen (Figure 1) (see Access Submit Expenses).

Figure 1 Submit Expenses screen. The Personally Owned Vehicle (POV) Mileage link is circled.

2. On the **Submit Expenses** screen (Figure 1), select **Personally Owned Vehicle (POV) Mileage**. The **Personally Owned Vehicle (POV) Mileage** screen displays (Figure 2).



Personally Owned Vehicle (POV) Mileage

Please provide an estimate of the number of round trip miles for reimbursement purposes. Policy

In order to enter your calculated mileage, please open a new browser window and go to a travel website and calculate your round trip mileage. Once your round trip mileage is calculated, please return to this window and enter the round trip calculated mileage on this page.

By entering and submitting the estimate of the number of round trip miles to NSF you are certifying that the estimated mileage input is accurate to the best of your knowledge.

Participant Name: Witover, Brad **Meeting ID:** P060539

Estimated Mileage:

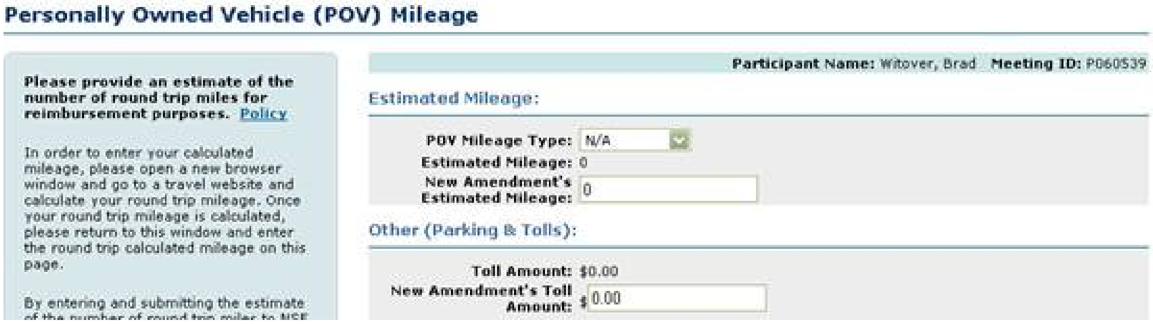
POV Mileage Type: N/A
Estimated Mileage: 0

Other (Parking & Tolls):

Toll Amount: $0.00

Figure 2 Personally Owned Vehicle (POV) Mileage screen. The Additional Expenses link is circled.

3. Click **Additional Expenses** (Figure 2). The **Additional Expenses for Personally Owned Vehicle (POV) Mileage** screen displays (Figure 3).


Personally Owned Vehicle (POV) Mileage

Please provide an estimate of the number of round trip miles for reimbursement purposes. Policy

In order to enter your calculated mileage, please open a new browser window and go to a travel website and calculate your round trip mileage. Once your round trip mileage is calculated, please return to this window and enter the round trip calculated mileage on this page.

By entering and submitting the estimate

Participant Name: Witover, Brad **Meeting ID:** P060539

Estimated Mileage:

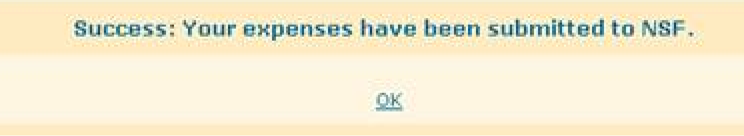
POV Mileage Type: N/A
Estimated Mileage: 0
New Amendment's Estimated Mileage: 0

Other (Parking & Tolls):

Toll Amount: $0.00
New Amendment's Toll Amount: $ 0.00

Figure 3 Additional Expenses screen for Personally Owned Vehicle (POV) Mileage.

4. In the **New Amendment's POV Mileage** box (Figure 3), type the additional amount of POV mileage.
5. In the **New Amendment's Toll Amount** box (Figure 3), type the additional amount of toll expenses.
6. Select the **Submit** button (Figure 3). A screen displays (Figure 4) with the message that your additional POV expense amount has been submitted to NSF for approval.



Success: Your expenses have been submitted to NSF.

Figure 4 Screen with the message that your expenses have been submitted to NSF for approval.

7. Select **OK** (Figure 4). The **Travel and Reimbursement Main** screen displays.

Submit Additional Ticket Expenses

You can submit additional expenses only after NSF has completed processing of your initial ticket expenses submission. See NSF Policy on Expense Reimbursement for details on what can be reimbursed.

1. Access the **Submit Expenses** screen (Figure 1) (see Access Submit Expenses).

Figure 1 Submit Expenses screen. The Personally Purchased Transportation Ticket link is circled.

2. On the **Submit Expenses** screen (Figure 1), select **Personally Purchased Transportation Ticket**. The **Personally Purchased Transportation Ticket** screen displays (Figure 2).

Figure 2 Personally Purchased Transportation Ticket screen.

3. Select **Additional Expenses** (Figure 2). The **Additional Expenses for Personally Purchased Transportation Ticket** screen displays (Figure 3).

Figure 3 Additional Expenses for Personally Purchased Transportation Ticket screen.

4. In the **New Amendment's Ticket Amount** box (Figure 3), type the amount of the additional expenses for the ticket.
5. Select the **Submit** button (Figure 3). A screen displays (Figure 4) with the message that your additional expenses have been submitted to NSF for approval.

Figure 4 Screen with message that your additional expenses have been submitted to NSF for approval.

6. Select **OK** (Figure 4). The **Travel and Reimbursement Main** screen displays.

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